

## **Appendices for Michigan Court Administration Reference Guide**

The following are appendix materials located in the Michigan Court Administration Reference Guide and their associated links to the materials on State Court Administrative Office website. Although some of these materials are located in more than one section, they are only listed once in the first section in which they appear.

### **Section 1 - Management Overview**

Model Local Administrative Orders:

<http://courts.michigan.gov/scao/resources/other/lao.htm>

Guidelines for completing the local alternative dispute resolution plan:

<http://courts.michigan.gov/scao/resources/standards/odr/ADRplngls.pdf>

Videotape Record System Users Manual:

<http://courts.michigan.gov/scao/resources/publications/manuals/Video-02-mnl.pdf>

### **Section 3 - State Court Administrative Office**

SCAO Administrative Memoranda:

<http://courts.michigan.gov/scao/resources/other/proc.htm>

### **Section 5 - Personnel Management**

Model code of conduct for court employees (MJI):

<http://courts.michigan.gov/mji/wbt/ethics/ethics.htm>

State Bar of Michigan ethics resources, including codes, opinions, and bibliography of other ethics resources under the “ethics opinions” tab:

<http://www.michbar.org>

Travel reimbursement rates for travel authorized and reimbursed by the State Court Administrative Office:

<http://courts.michigan.gov/scao/resources/other/intrate.htm>

### **Section 6 - Fiscal Management**

Court fee and service of process schedules:

<http://courts.michigan.gov/scao/resources/other/ffc.htm>

Interest rate on civil judgments:

<http://courts.michigan.gov/scao/resources/other/ffc.htm>

Civil fines and costs schedule for first-civil infractions:

<http://courts.michigan.gov/scao/resources/other/ffc.htm>

Standards regarding check registers:

<http://courts.michigan.gov/scao/resources/standards/#chk>

Department of Treasury Letters and Department of Treasury Transmittal Advice Forms and Instructions:

[http://www.michigan.gov/treasury/0,1607,7-121-1751\\_2164---,00.html](http://www.michigan.gov/treasury/0,1607,7-121-1751_2164---,00.html)

Distribution of fines and costs table for civil infraction and misdemeanor:

<http://courts.michigan.gov/scao/resources/other/disttbl.pdf>

Guidelines for Court Ordered Reimbursement and Procedures for Reimbursement Program Operations (in the process of being developed). When finalized, they will be available at:

[http://courts.michigan.gov/scao/resources/standards/reimb\\_guidelines.pdf](http://courts.michigan.gov/scao/resources/standards/reimb_guidelines.pdf)

## **Section 7 - Caseflow Management**

Caseload of Michigan Trial Court Reporting Forms and Instructions for Circuit Court,  
Caseload of Michigan Trial Court Reporting Forms and Instructions for District Court,  
Caseload of Michigan Trial Court Reporting Forms and Instructions for Probate Court:

<http://courts.michigan.gov/scao/resources/publications/manuals/#promnl>

Assignment Guidelines:

[http://courts.michigan.gov/scao/resources/standards/assign\\_guidelines.pdf](http://courts.michigan.gov/scao/resources/standards/assign_guidelines.pdf)

General information on alternative dispute resolution:

<http://courts.michigan.gov/scao/dispute/odr.htm>

Standards of conduct for mediators adopted via SCAO Administrative Memorandum 2001-01:

<http://courts.michigan.gov/scao/resources/other/proc.htm>

Guidelines for Preparing Local Administrative Orders for Selecting Case Evaluators and Case Evaluation Panels:

[http://courts.michigan.gov/scao/resources/standards/adrlao\\_guidelines.pdf](http://courts.michigan.gov/scao/resources/standards/adrlao_guidelines.pdf)

SCAO Approved form MC 34, Case Evaluator's Application:

<http://courts.michigan.gov/scao/courtforms/caseevaluation/mc34.pdf>

List of Community Dispute Resolution Program centers:

<http://courts.michigan.gov/scao/dispute/index.htm>

## **Section 8 - Records Management**

General Schedule No. 1 - Definition of Non-Record Material (revised and approved July 7, 1964):

[http://www.michigan.gov/documents/gsl\\_20727\\_7.pdf](http://www.michigan.gov/documents/gsl_20727_7.pdf)

General Schedule No. 16 - Records Retention and Disposal Schedule for Michigan Trial Courts (August 7, 2001):

[http://courts.michigan.gov/scao/resources/standards/cf\\_schd.pdf](http://courts.michigan.gov/scao/resources/standards/cf_schd.pdf)

Rules for Microfilming - State Archives of Michigan, Department of State, 717 West Allegan, Lansing, MI 48918, (517) 373-1401:

[http://www.michigan.gov/dmb/0,1607,7-150-9141\\_13131-31497--,00.html](http://www.michigan.gov/dmb/0,1607,7-150-9141_13131-31497--,00.html)

Form MH-38 (rev. 3/87), Certificate of Records Disposal:

[http://www.michigan.gov/hal/0,1607-17451\\_18673\\_19386-56141--,00.html](http://www.michigan.gov/hal/0,1607-17451_18673_19386-56141--,00.html)

## **Section 9 - Technology**

Guidelines on interactive video technology, see the State Court Administrative Office website at:

<http://courts.michigan.gov/scao/resources/standards/#ivt>

List of approved audiotape equipment systems:

<http://courts.michigan.gov/scao/resources/other/recordingequip.pdf>

Digital Audio Recording Systems Standards Checklist:

<http://courts.michigan.gov/scao/resources/standards/#audio>

Digital Video Recording Systems Standards Checklist:

<http://courts.michigan.gov/scao/resources/standards/#video>

Standards for Court Operations of Communication Equipment and Programs:

[http://courts.michigan.gov/scao/resources/standards/cm\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cm_stds.pdf)

## **Section 10 - Facility and Equipment Management**

Audio recording equipment approved for use in Michigan:

<http://courts.michigan.gov/scao/resources/other/recordingequip.pdf>

Facility Standards:

<http://courts.michigan.gov/scao/resources/standards/#facility>

Minimum Standards for County Law Libraries:

[http://courts.michigan.gov/scao/resources/standards/cllib\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/cllib_stds.pdf)

## **Section 11 - Public Relations Management**

Model Friend of the Court Handbook:

[http://courts.michigan.gov/scao/resources/publications/manuals/focb/focb\\_hbk.pdf](http://courts.michigan.gov/scao/resources/publications/manuals/focb/focb_hbk.pdf)

Access to Justice Program and materials:

<http://courts.michigan.gov/scao/services/access/access.htm>

Domestic Relations Resources:

<http://courts.michigan.gov/scao/services/focb/focb.htm>

Pro se Forms:

<http://courts.michigan.gov/scao/courtforms/index.htm>

Public information pamphlets and other resources:

<http://courts.michigan.gov/scao/resources/publications/>

1997 Summary Report on Supreme Court's Efforts to Implement Recommendation of Citizens Commission to Improve Michigan Courts and the Race/Ethnic and Gender Issues Task Forces:

<http://courts.michigan.gov/scao/resources/other/biasum.pdf>

Determining accessibility of a courthouse, checklist:

[http://courts.michigan.gov/scao/resources/standards/aj\\_checklist.pdf](http://courts.michigan.gov/scao/resources/standards/aj_checklist.pdf)

## **Section 13 - Risk Management**

State Court Administrative Office Guidelines for Securing Attorney General Representation for Courts dated 7/98 (revised from 3/19/92):

[http://courts.michigan.gov/scao/resources/standards/ag\\_stds.pdf](http://courts.michigan.gov/scao/resources/standards/ag_stds.pdf)

## **Section 14 - Court Security**

Court Security Standards and Security Handbook and Manual:

<http://courts.michigan.gov/scao/resources/standards/index.htm#sec>